

## RECORDS RETENTION SCHEDULE

GC 28342

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Public Utilities Commission		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of Governmental Affairs		(5) ADDRESS 770 L Street, Suite 1050, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER OGA-1	(10) SCHEDULE DATE January 2008	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 64
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER OGA-1	(14) APPROVAL NUMBER 1999-112	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The Office of Governmental Affairs maintains daily communications with legislators, executive agency managers and other regulatory stakeholders. This office ensures that Commissioners are kept informed of legislative developments as well as keeping the Legislature and Administration aware of developments at the Commission.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Pamela C. Noonan</i>		(19) TITLE Interim Director, OGA		(20) PHONE NUMBER 916-327-8441	(21) DATE SIGNED 2/7/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Dany R. Marshall</i>		(23) CLASSIFICATION B80 IL Supervisor	(24) NAME (Printed or Typed) Dany R. Marshall	(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 02/22/2008
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE – CalRIM CONSULTANT <i>Janice C. Finley</i>		(28) APPROVAL NUMBER 08-082		(29) DATE SIGNED 3/25/2008	(30) EXPIRATION DATE 3/25/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>				(34) DATE SIGNED April 4, 2008	

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(35) CalRIM APPROVAL NUMBER				SCHEDULE # OGA - 1						(36) OGA-1 PAGE 2 OF 3 PAGES	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			<u>Administrative Records</u>								
1	2	NOTIFY ARCHIVES	Correspondence	P/E		Active					Inactive when inquiries/request satisfied. Destroy on site
2	1		TEC/Travel Related	P/E		Active					Active until employee separates or transfers then destroy on site.
			<u>Program Records</u>								
3	60	NOTIFY ARCHIVES	Legislative research	P/E		Perm			Perm		Historical bill files used for legislative research. Archived at the discretion of the OGA Director
			<u>Records Management</u>								
4	1		Std. Form 70, Records Inventory Worksheet	P/E		CURRENT			CURRENT		Retain as <del>CURRENT</del> until next inventory or when no longer needed for reference or analysis, whichever is later. Destroy on site.
5			Std. Form 71, Records Transfer List	P/E		CURRENT			CURRENT		Retain as <del>CURRENT</del> until records have either destroyed, retired permanently, transferred to State Archives, or are no longer needed, whichever is later. Destroy on site.

\* Provide total of office and departmental

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6			Std. Forms 72 & 73, Record Retention Schedule	P/E		CURRENT			CURRENT		RETAIN AS "CURRENT" UNTIL REVISED NOTE: Although revision is required every five years from date of approval from SGD, RRS that are not revised remain in effect but are not considered "active." Destroy on site.

\* Provide total of office and departmental